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31 May 1956

MEMORANDUM FOR: Building Supply Officer - Room 1065 J Building

FROM : PCS/DCI

SUBJECT : Request for Forms and Binders

1. It is requested that the following forms be delivered to Room 520, 1717 H. Street, N. W., as soon as possible:

| <u>QUANTITY</u> | <u>FORM NO.</u> | <u>TITLE</u> |
|-----------------|-----------------|---|
| 100 | 33-72 | Voucher Requests and Control Journal |
| 200 | 33-73 | Cash on Hand Subsidiary |
| 200 | 33-74 | Advances Account Subsidiary |
| 100 | 33-75 | Transfers Account Subsidiary |
| 100 | 33-76 | Expense and Obligation Subsidiary |
| 100 | 33-79 | Miscellaneous Receipts Subsidiary |
| 500 | 33-81 | Disbursement Voucher |
| 500 | 33-82 | Accounting for Funds |
| 100 | 33-83 | Trial Balance |
| 100 | 33-84 | Schedule of Cash on Hand (Schedule A) |
| 100 | 33-85 | Schedule of Cash Short and Over (Schedule B) |
| 200 | 33-86 | Schedule of Advances (Schedule C) |
| 100 | 33-88 | Schedule of Transfers (Schedule D) |
| 200 | 33-90 | Schedule of Expenses and Obligations (Schedule E) |
| 100 | 33-91 | Schedule of Conversions (Schedule F) |
| 100 | 33-92 | Schedule of Miscellaneous Receipts (Schedule G) |
| 200 | 33-94 | Notice of Obligations Incurred |
| 200 | 33-95 | Miscellaneous Obligations Record |
| 100 | 33-96 | Obligation Transfer Notice |
| 500 | 281 (33-15) | Request for Advance |
| 500 | 33-16 | Accounting By Individual for Advance |
| 500 | 33-17 | Reimbursement Voucher |
| 200 | 33-9 | Notification of Transfer of Funds or Accounts |
| 500 | 22 (33-12) | Travel Voucher |
| 10 Pads | 102 (33-14) | Receipt |
| 500 | 33-47 | Field Duty Status and Overtime Report |
| 300 | 33-49 | Personnel Transfer and Clearance Sheet |
| 100 | 481 | Claim for Reimbursement for the Storage of Household Effects |

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2. It is also requested that (2) two post binders be delivered, one in sufficient size to hold form nos. 33-72 and 33-76 and one in sufficient size to hold form nos. 33-73, 33-74, 33-75, and 33-79. These forms should be hole-punched to fit these binders.

3. Should further information be required contact should be made with the undersigned on extension

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Project Comptroller

TJDJr/jec

Distribution:

O&I - Addressee

3 - Base B

4 - Chrono